

CONFIDENTIAL

JUN 14 1954

MEMORANDUM FOR: Chief, Employee Services Division

SUBJECT: Commendatory Letters Upon Retirement

1. In a recent case [REDACTED] prepared a commendatory letter for the Director's signature addressed to an individual retiring from Federal service. The Director considers such a practice most acceptable to him, and we may now establish a practice of preparing such letters whenever an individual is retiring from Federal service.

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2. [REDACTED] has transmitted to you a file of sample letters and other background material on this subject. It is desired that you assume responsibility for the preparation and forwarding of such letters in the future. You must, however, verify with the last office of employment, as well as the entire personnel file, that a commendatory letter signed by the Director is consistent with the individual's service. *Let's check security also from*

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3. You must set up the arrangements for obtaining these letters sufficiently in advance that the office head may, if he chooses, direct the letter to the retiring individual with such a ceremony as he deems appropriate. You will be responsible for assisting the office head in whatever respect desired in this connection.

Harrison G. Reynolds  
Assistant Director for Personnel

OP [REDACTED]:nh (14 June 54)

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